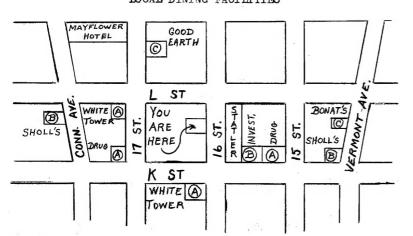


## LOCAL DINING FACILITIES



A Sandwich Shops B Cafeterias C Restaurants

Shuttle Bus at 5, 20, 35, & 50 minutes after the hour

bу Office of Training in cooperation with

Records Management Staff

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390042-5 WORKSHOP SCHEDULE

Coffee

Break

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A Filing Workshop on the Subject Numeric Filing System

The morning sessions
are designed to review
the system of subject numeric filing
and
methods of classifying and filing records

The afternoon sessions
include instructions
for installing a new filing system
Clinics will be conducted
to help examine Office filing ills
presented by the students

Handbooks and guide materials
are distributed
for the students to keep and to use
in their Offices
in an effort to improve
existing filing techniques and procedures

9:30 am WEICOME

Acting Chief, Clerical Training

FILING FACTS AND BACKGROUND

Chief, Records Management Staff

THE SUBJECT NUMERIC SYSTEM
Introduction to the System
Explanation of Subject and Case Files
Use of the Filing Handbook

Classification of Letters Forms as Filing Aids

Instructor, Clerical Training

1:00 pm ONE VIEW OF FILING
Slides
Records Management Staff

INSTALLING A FILING SYSTEM

Records Analyst, Records Mgt. Staff

STAT

Records Analysts, Records Mgt. Staff

CRITIQUE Students